

Aubrey Kagan

From: Element K tips [tips@offers.elementkjournals.com]
Sent: September 7, 2004 3:47 PM
To: akagan@emphatec.com
Subject: IME Tip: Create backups to revert from unwanted saved changes (Excel 97/2000/2001/2002)

Dear Microsoft Excel Tips subscriber,

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***** THE TIP *****

Create backups to revert from unwanted saved changes (Excel 97/2000/2001/2002)

When you're working fast, you're bound to make mistakes. You'll often catch your errors right away, but it's easy to make accidental changes to a workbook's existing data and not notice until it's too late. If you've ever felt the nausea that accompanies the realization that you've just saved workbook changes that unintentionally destroy large amounts of data, you should investigate Excel's backup feature. Excel's backup capability provides a way to restore a workbook as it existed prior to when you last saved the file. Unfortunately, the feature isn't as easy to use as it probably should be--it's activated in an obscure manner and must be set up on a file-by-file basis.

You specify whether automatic backups should be created when you save a workbook. Once enabled, the setting remains active for all subsequent saves, unless you specifically disable it. To activate the setting in a new file, click the Save button or choose File | Save from the menu bar. If you're working with an existing file, choose File | Save As from the menu bar.

When the Save As dialog box appears, click the Tools button on the dialog box's toolbar and select General Options from the subsequent menu (just click the Options button on the dialog box if you're using Excel 97 or Excel 2001). Next, select the Always Create Backup check box and click OK. Finally, name and save the file as you normally would.

From now on, Excel creates a backup in the same folder as the original file whenever you save the workbook. Instead of an .xls file extension, the backup uses an .xlb extension. Excel automatically names the backup by incorporating the name of the original file, using the format Backup Of Filename.

Keep in mind that Excel only maintains one backup file. Each

time you save your workbook, the last backup file is overwritten with a new one.

To restore a backup, choose File | Open from Excel's menu bar. Then, choose Backup Files from the Files Of Type dropdown list, select the appropriate backup file and click Open. You can create a new workbook from the backup by choosing File | Save As and saving a regular Excel file.

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